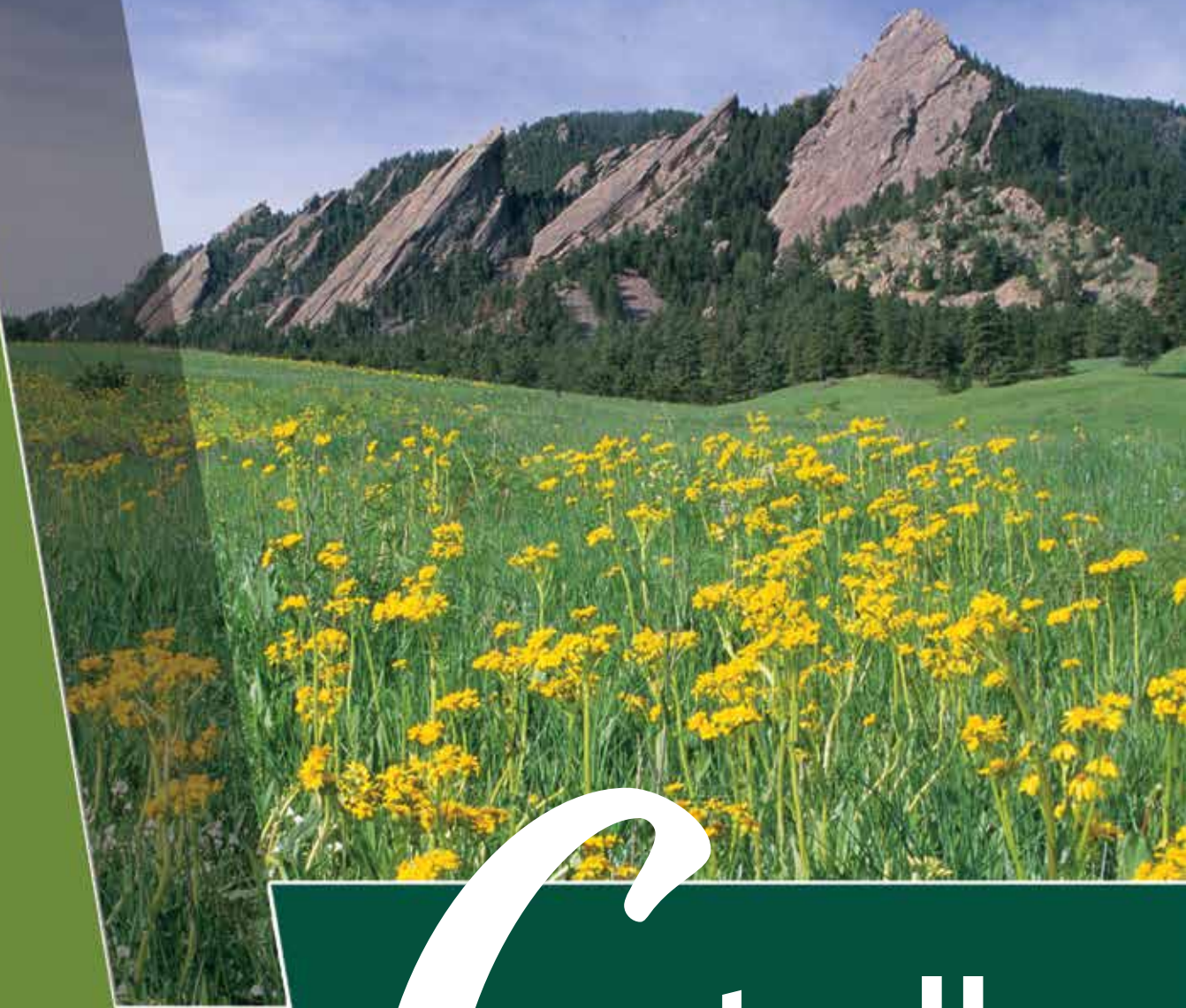


City of Boulder, Colorado



Controller

THE CITY OF BOULDER

Located at the base of the foothills of the Rocky Mountains – where the Rocky Mountains meet the Great Plains – Boulder is world-renowned for its natural beauty, commitment to sustainability and progressive policies. Nestled 35 miles northwest of Denver at an elevation of 5,430 feet, Boulder is home to 103,000 residents, the state's largest university – CU Boulder, 14 federal research labs, and a vibrant entrepreneurial community focused in areas such as digital mapping, media, clean energy, active living, and natural and organic foods.



Boulder has a long history of citizen action and vision-driven planning, which has shaped the City's physical form and character, from the purchase and protection of the mountain backdrop in the late 1800s, to the creation of the country's first open space preservation tax, which has created a 45,000 acre greenbelt around the 16,500 acre City. Today the City is well known for its leading edge policies and practices in areas such as multi-modal transportation, historic preservation, energy efficiency and zero waste.

Boulder has achieved national recognition for its high quality of life and economic vibrancy, finding itself on the top of many "best of..." lists. With a moderate climate and 300+ sunny days a year, it is truly an amazing place to live, work and play.

CITY GOVERNMENT

Boulder is a Home Rule Municipality that is self-governed under the Constitution of the State of Colorado. The City operates under the Council-Manager form of government, with a nine-member City Council (elected at-large) setting policies and the council-appointed City Manager administering city operations.

The City's website provides extensive information regarding the organization, key community issues, and current work plan priorities: www.bouldercolorado.gov

THE POSITION

Reporting to the Director of Finance, the Controller is responsible for leading, managing and coordinating all accounting, treasury and debt functions and processes of the City. The City operates under a decentralized environment where some accounting functions are located within other City departments and are not directly supervised by the Controller. As such, the Controller must possess strong interpersonal skills, tact, and the ability to build cooperative working relationships. Among the Controller's primary responsibilities are:

- Provides efficient and effective leadership for the Accounting Division under the philosophy that products and services must be continuously improved and upgraded including:
 - » quality of services
 - » process improvements
 - » better customer service
 - » ease of doing business
 - » customer focus



- Leads, manages and coordinates the responsibilities of the accounting, treasury and debt services of the City.
- Serves as finance representative responsible for the operational aspects of the Tyler Munis financial system used to account for all financial transactions of the City; develops and administers systems, policies and procedures, modifying them as necessary, to efficiently and effectively accomplish the objectives set out in State and Federal requirements, the City Charter, City ordinances and resolutions and for compliance with all applicable accounting regulations.
- Coordinates with internal finance staff and Finance Managers in the various departments regarding internal controls, accounts payable, purchasing programs, and all accounting issues when needed (includes responsibility for administration of the City's purchasing card and travel programs).
- In consultation with the Assistant Controller and Accounting and Payments Supervisor, develops and implements systems to test compliance with City financial policies and procedures for related activities.

The Controller manages an Accounting Division of nine employees (including the Controller) and a FY 2017 proposed budget of approximately \$998,000. Direct reports to the Controller include an Assistant Controller and an Accounting and Payments Supervisor. The City has a current investment portfolio of \$330 million.

THE IDEAL CANDIDATE

Ideal candidates are well rounded finance professionals with in-depth knowledge and experience in governmental accounting. Candidates who possess strong management abilities and a big picture orientation will be successful in this role. Exceptional verbal and written communication skills are essential. Ideal candidates will be team-oriented managers who seek ways to mentor and grow their professional staff. While technical governmental accounting expertise is expected, the new Controller will possess outstanding interpersonal skills with the proven ability to effectively engage Boulder's numerous internal customers across departments. Proactive customer service skills and the ability to instill that same ethic among accounting staff will be favorably considered.

Specific qualifications are as follows:

Experience and Education

A Bachelor's degree in accounting, finance, business management or related field and a minimum of ten years of experience in providing financial/accounting services in a computerized environment, including five years in a supervisory capacity are required. Experience in treasury and debt management and a Certified Public Accountant (CPA) certification are also required. Desirable qualifications include a relevant graduate degree and other advanced training in financial or administrative areas. Governmental accounting experience is also highly desirable.

Boulder Vision and Values

Vision: Service excellence for an inspired future.

Values:

- **Customer Service** – We are dedicated to exceeding the expectations of our community and our co-workers by demonstrating consistent and professional service with a solution-oriented approach.
- **Respect** – We champion diversity and welcome individual perspectives, backgrounds and opinions. We are open-minded and treat all individuals with respect and dignity.
- **Integrity** – We are stewards of the public's trust and are committed to service that is transparent and consistent with city regulations and policies. We are honorable, follow through on our commitments and accept responsibility.
- **Collaboration** – We are committed to organizational success and celebrate our shared dedication to public service. We believe community collaboration and the sum of our individual contributions leads to great results.
- **Innovation** – We promote a forward-thinking environment that supports creativity, calculated risks and continuous improvement. We embrace change and learn from others in order to deliver leading edge service.

Competencies and Personal Characteristics

- Possesses a strong sense of personal and professional ethics; high degree of integrity.
- Exceptional interpersonal skills; able to establish and earn the trust of those he/she is working with.
- Collaborative approach; a team player who proactively connects with other departmental stakeholders, internal and external.
- A professional with a global perspective and mindset to leadership and management; values cross-training to avoid departmental siloes.
- Flexible and innovative; able to visualize more than one solution to a situation.
- Creative and results-oriented problem solver who anticipates change and can add to the organization's present value; able to get things done.
- Committed to personal accountability and high standards.
- Maintains a sense of humor in an often demanding environment.



COMPENSATION & BENEFITS

The salary range for the Controller is **\$95,900 to \$146,200**. Actual starting salary will depend on the qualifications of the successful candidate and will typically not exceed the mid-point of the listed range. In addition, the City offers a benefits package that includes:

Retirement: The City offers a Defined Benefit Plan (Colorado Public Employees' Retirement Association); optional PERA 401(k) and ICMA 457 Plans available.

Life and Accidental Death & Dismemberment Insurance: 1.5 times annual salary.

Medical Insurance: Three medical plan options are available for employee and dependents.

Dental and Vision Insurance: Available for employee and dependents.

Annual Leave: Annual leave starting at 11 days/year increasing with years of service.

Sick Leave: 14 days per year.

Holidays: 10 full-day holidays, 2 half-day holidays, up to 3 floating holidays (depending on hire date).

Other Benefits: Short and Long Term Disability; Flexible Spending Plan choices including health care and dependent care spending accounts; H.S.A accounts, with City contribution; Employee Wellness Program; Child Care Resource and Referral Program; Employee Assistance Program (EAP), Merit Program (employees eligible for annual merit review based on performance); Bus "Eco" Pass Program; Wellbeing work balance opportunities, including City provided recreation passes.

Reasonable moving expenses will be considered for the successful candidate.

APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of six work-related references (who will **not** be contacted without prior notice) and current salary by **Monday, October 17, 2016**. Résumé should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: resumes@cpshr.us

Preliminary screening interviews are expected to be conducted in late October. Those individuals determined to be the most ideally suited for the opportunity will be invited to participate in Skype interviews with the City in early November. Top candidates will participate in City interviews in Boulder scheduled for the week of November 28th. Appointment is expected shortly thereafter following the completion of thorough reference and background checks to be coordinated with the candidate(s). For additional information about this position please contact Stuart Satow.

CPS HR  CONSULTING

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